



U.S. DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. CENSUS BUREAU

FORM
E-2 (12-01-2011)

**2012 CENSUS OF GOVERNMENTS
SURVEY OF PUBLIC EMPLOYMENT & PAYROLL
March 2012 – State Institutions of Higher Education**

OMB No. 0607-0452: Approval Expires 04/30/2013

DUE DATE:

RETURN TO:

**U.S. Census Bureau
1201 East 10th Street
Jeffersonville, IN 47132-0001**

**Need help or have
questions?**

• **Visit**

census.gov/govs/cog2012/
cog_employment.html

• **Call**

1-800-832-2839 weekdays,
7am to 5pm EST

• **Email**

govs.employ@census.gov

**In correspondence
pertaining to this report,
please refer to the User ID
below the address box.**

REPORT ONLINE: It's fast and secure. Respond
to this survey via the Internet at the following web
address using the supplied User ID and Password:
<https://respond.census.gov/aspep>

User ID:

Password:

1 Is your addressee title/department and mailing address the same as shown in the address label?

☐

Yes – Go to **2**

☐

No – Enter correct information below

Addressee Title or Department

Street 1

Street 2

City

State

Zip Code

Please continue on the next page

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PART 1 – FULL-TIME EMPLOYEES STANDARD WEEKLY HOURS

2 On average, how many hours per week do the majority of your full-time employees work?

Include

- Persons paid to work the number of hours that represents regular, full-time employment.
- Temporary or seasonal employees who are working the number of hours that represents regular, full-time employment.
- Officials paid on salary basis; by fees or commissions; on a per meeting basis; or a flat sum quarterly, semi-annually, or annually.

Exclude

- Employees on unpaid leave, unpaid officials, pensioners, and contractors and their employees.

Mark "X" only one box.

- | | | |
|---|---|---|
| A <input type="checkbox"/> 40 hours or more | C <input type="checkbox"/> 34 to 37.4 hours | E <input type="checkbox"/> 30 to 31.9 hours |
| B <input type="checkbox"/> 37.5 to 39.9 hours | D <input type="checkbox"/> 32 to 33.9 hours | F <input type="checkbox"/> No Full-Time Employees |

3 For the majority of instructional personnel, over how many months are their salaries disbursed?

Include:

- College and other postsecondary teachers and researchers

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4 For the majority of other paid employees, over how many months are their salaries disbursed?

Include:

- Paid student help
- Administrative
- Clerical
- Custodial
- Cafeteria
- Health
- Law enforcement
- Employees engaged in research
- Other employees.....

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PART 2 – EMPLOYEES, PAYROLL, AND PART-TIME HOURS

- 5** For each applicable pay interval, what were the **TOTAL** number of employees and **TOTAL** gross payroll amounts for the pay periods which include **MARCH 12, 2012** for both full-time and part-time employees? Please also report hours paid for each applicable pay interval for part-time employees.

Include

- Salaries, wages, fees, or commissions.
- Amounts withheld for taxes, employee contributions to retirement systems, etc.
- Student employees.
- Board members or school trustees paid on a per meeting basis or a flat sum quarterly, semi-annually, or annually.
- Current employees whether paid from the general fund or special funds.

Exclude

- Lump sum payments and the value of living quarters and subsistence allowances furnished to employees.
- School board members or school trustees who serve without compensation.

Do Not Report

- Cumulative salaries since the beginning of the calendar or fiscal year.
- Payroll amounts from last fiscal year.
- Employer costs of non-wage employee benefits such as workers' compensation, FICA, health insurance, etc.

Payroll Interval Codes

W = Weekly; B = Bi-Weekly; T = Twice a Month; M = Monthly; Q = Quarterly; S = Semi-Annually; A = Annually

Example

Instructional staff -
Employees engaged in college or other postsecondary level teaching and related academic (departmental) research, including continuing education and other non-degree programs that are operated by degree granting institutions. Report adjunct professors and graduate teaching/research assistants as part-time. .

Full-Time Employees			
Payroll Interval Codes	Number of Full-Time Employees	Gross Payroll	
B	156	\$ 2 9 5 9 3 2	.00
W	52	\$ 4 5 2 4 0	.00
		\$.00
		\$.00
		\$.00
TOTAL		\$.00

Items 1 through 5. . . .

Part-Time Employees			
Payroll Interval Codes	Number of Part-Time Employees	Gross Payroll	Hours Paid
M	41	\$ 5 5 5 9 6	.00 1985
A	5	\$ 6 0 0 0	.00 200
		\$.00
		\$.00
		\$.00
		\$.00

1. Instructional staff -
Employees engaged in college or other postsecondary level teaching and related academic (departmental) research, including continuing education and other non-degree programs that are operated by degree granting institutions. Report adjunct professors and graduate teaching/research assistants as part-time. .

		\$.00
		\$.00
		\$.00

		\$.00
		\$.00
		\$.00

2. Hospitals - All non-instructional employees of hospitals operated by your institution and serving the general public. Include intern and resident physicians. Report student health facilities not available to the general public in All other

		\$.00
		\$.00
		\$.00

		\$.00
		\$.00
		\$.00

Continue with **5** on the next page

PART 2 – EMPLOYEES, PAYROLL, AND PART-TIME HOURS - Continued**Payroll Interval Codes**

W = Weekly; B = Bi-Weekly; T = Twice a Month; M = Monthly; Q = Quarterly; S = Semi-Annually; A = Annually

		Full-Time Employees			Part-Time Employees			
	Payroll Interval Codes	Number of Full-Time Employees	Gross Payroll		Payroll Interval Codes	Number of Part-Time Employees	Gross Payroll	Hours Paid
032								
3. Outpatient clinics - All non-instructional employees of health clinics operated by your institution and serving the general public. Include any clinics operated as part of a regular, inpatient hospital in Hospitals . Report student health services not available to the general public in All other			\$.00			\$.00
			\$.00			\$.00
			\$.00			\$.00
059								
4. Agriculture experiment stations, farms, and agricultural extension services - All employees of experiment stations, farms, and agricultural extension services not reported in Instructional staff			\$.00			\$.00
			\$.00			\$.00
			\$.00			\$.00
016								
5. All other - All non-instructional employees of your college or other postsecondary level institution not reported above (including all paid student help) i.e., administrative, clerical, custodial, cafeteria, and health personnel; non-instructional employees engaged in organized research, law enforcement personnel; and all other employees of your institution			\$.00			\$.00
			\$.00			\$.00
			\$.00			\$.00

PART 3 – REMARKS**6 Use this space to:**

- Explain any significant changes to employment or payroll occurring within the last year that would aid in understanding this report;
- Describe any difficulties you encountered in completing this form;
- List the groups of employees for which you were unable to supply information;
- Provide contact information for other people who assisted you in completing this report.

PART 4 – CERTIFICATION

7 This report is substantially accurate and has been prepared in accordance with the instructions.

Name of person to contact about this report - Please print

Title of person to contact about this report - Please print

Area code and phone number

Extension

Area code and fax number

E-mail Address - Please print

Date form was completed

**Thank you for completing this form.
Retain a copy of the completed questionnaire for your records.**

NOTE: The U.S. Census Bureau receives its authorization to conduct this survey from Title 13, United States Code, Section 161. This form has been approved by the Office of Management and Budget (OMB) and given the number 0607-0452. Please note the number displayed in the upper right-hand corner of this form. Display of this number confirms that we have approval from OMB to conduct this survey. If this number was not displayed, under the Paperwork Reduction Act, we could not request your participation in this voluntary survey. Information provided on this questionnaire compiled from or customarily provided in public records are exempt from confidential treatment as cited in Title 13, United States Code, Section 9.

Please note that this is a national form that applies to governments with wide differences in the size of their service areas, the amount of population served, and the extent and complexity of their activities. Public reporting burden for this collection of information is estimated to vary from 10 minutes to 1½ hours per response, with an average of 1 hour per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: Paperwork Project 0607-0452, U.S. Census Bureau, 4600 Silver Hill Road, AMSD-3K138, Washington, DC 20233. You may e-mail comments to Paperwork@census.gov; use Paperwork Project 0607-0452 as the subject.



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